

NAWCWDINST 12451.1
730000D
28 Mar 2002

NAWCWD INSTRUCTION 12451.1

From: Commander, Naval Air Warfare Center Weapons Division

Subj: AWARDS AND RECOGNITION PROGRAM

Ref: (a) NAVAIRINST 12451.1
(b) Administrative Handbook for Awarding and Recognizing Employees

Encl: (1) Manager's Guide for Rewarding and Recognizing Employees
(2) Awards and Recognition Program Scale of Award Amounts Based on Intangible and Tangible Benefits
(3) NAWCWD 12451/1 (1/02), NAWCWD Award Nomination Form
(4) NAWCWD 5305/1 (6/00), Honorary Award Nomination Format

1. Purpose. To issue policies and procedures for administering the Awards and Recognition Program for the Naval Air Warfare Center Weapons Division (NAWCWD) and the Naval Air Weapons Station (NAWS), in support of reference (a). Since this is a major revision, margin symbols have been omitted.

2. Cancellation. NAWCWPNSINST 5305.1A.

3. Scope. This information applies to all competitive and excepted service civilian employees serving at NAWCWD and NAWS, including Senior Executive Service employees, and former employees (for service rendered while an employee). Specific provisions/limitations include:

a. Military personnel are only eligible to be paid monetary awards for suggestions, inventions, and scientific achievements.

b. Employees paid with Non-Appropriated Funds (NAF) are not eligible to receive monetary awards paid from appropriated funds but may receive non-monetary awards under this program.

4. Policy. It is the policy of NAWCWD to encourage maximum participation of all military and civilian personnel in improving Department of Navy (DON) and government operations. This requires a conscientious and deliberate effort on the part of supervisors and managers to recognize and reward employee achievements and contributions at the time of achievement rather than at the end of the performance year. Using the framework of award tools provided in enclosure(1), supervisors and managers are to fairly, appropriately, and in as timely a manner as possible, recognize and reward employees, individually or in groups for performance

that exceeds expected position requirements. Program direction and operational guidance for implementation for the NAWCWD Awards and Recognition Program are contained in reference (b).

5. Authority and Responsibilities. Reference (a), paragraph 5, provides the authority and responsibilities, including guidance for local competency managers and supervisors. Local administrative responsibilities are as follows:

a. The Commander, NAWCWD (COMNAWCWD), is responsible for establishing an active program for rewarding and recognizing employees' achievements through a fair and equitable awards program on a continual basis, assigning responsibilities at appropriate levels within the activity, providing leadership and management support and reviewing program results. The Commander must endorse monetary award recommendations for amounts in excess of \$5,000 for individual awards and in excess of \$10,000 for group awards.

b. The Vice Commander, Level 1 Competency Directors, and Commanding Officer, NAWS will:

(1) Report to Commander, NAWCWD, on program use and funding, and ensure program use by their organization is proper.

(2) Review program results, conduct evaluation, and take any appropriate corrective action.

(3) Maintain overall budget control for awards for their respective organization.

(4) Approve individual awards of \$2,501 to \$5,000 and group awards up to \$10,000. Forward for final approval individual awards over \$5,000 and group awards over \$10,000 to the Commander, NAWCWD.

(5) Competency Leaders (Level 1) provide leadership and management support for the awards program for their competency. This includes issuing guidance to their subordinate managers (Level 2) for internal program management with maximum flexibility to permit the design of program structure and content to meet organizational needs.

c. Level 2 Competency Managers, Commanding Officer, NAWS, and equivalent positions are responsible for recognizing and rewarding deserving individuals and teams. When a cash award is involved, the nominating official will obtain approval for funds from the line manager with budget authority. The line manager will approve funds for monetary awards before the request is submitted to the Human Resources Department for final processing. The approval for monetary awards of \$301 to \$2,500 is delegated to Level 2 and equivalent positions. Specifically, local competency managers/supervisors are responsible for:

(1) Ensuring the award/recognition is based solely on merit and granted commensurate with the value of the employee's contribution or accomplishment. Local competency managers/supervisors (military or civilian) will consider and review recommendations made by team leaders, taking into consideration the amount of time the employee spent working on teams.

(2) Selecting the most appropriate form of recognition and awarding it on a timely basis.

(3) Ensuring equity of consideration for awards and recognition within their organization.

(4) Preserving the program's credibility by documenting the justification for the award/recognition.

(5) Encouraging employees to submit suggestions or ideas that will improve operations and/or decrease costs or other efforts that contribute to quality, productivity, efficiency, economy, or other improvements in government operations.

d. Supervisors, Managers, and Team Leaders will:

(1) Identify employees deserving of awards and select the most appropriate award for the recognition that is suitable for the value of the employee's contribution. Team leaders have the responsibility to recommend team members to their appropriate competency manager or supervisor for non-monetary or monetary awards for approval and funding.

(2) Coordinate, as necessary, with other departments when nominations cross organizational lines.

(3) Prepare written justification describing the achievement or contribution. If the award is given for producing tangible or intangible benefits to the organization, enclosure (2) will be used to determine the appropriate amount of the award. Failure to explain how an individual or group earned an award undermines the credibility of awards to the individual as well as to the rest of the work group.

(4) Approve monetary awards up to \$2,000, with delegated authority from Level 2.

(5) Establish an informal awards program for rewarding performance at the time of achievement rather than at the end of the performance year.

e. The NAWCWD Awards Board will:

(1) Include the Vice Commander, Level 1 Competency Directors, and Commanding Officer, NAWS. The Head, Human Resources Department will serve as an advisor.

(2) Provide principal program direction and operational guidance for NAWCWD.

(3) Screen nominations for awards that may require approval, endorsement, or presentation by the COMNAWCWD. The Board may elect to use ad hoc committees for initial screening.

(4) Review recommendations for honorary awards that require higher level authority concurrence and cash awards over \$7,500 per individual and make recommendations to Commander, Naval Air Systems Command (COMNAVAIRSYSCOM).

f. The NAWCWD Awards Program Administrator (PA). The Human Resources Department (HRD), Code 730000D, will maintain general jurisdiction over the Awards and Recognition Program and designate a NAWCWD Awards PA. The NAWCWD Awards PA will:

(1) Provide day-to-day administration of the program for NAWCWD.

(2) Provide guidance to supervisors, managers, and team leaders on program requirements, award alternatives, procedures, documentation, and related awards issues.

(3) Prepare and maintain records, reports, and files.

(4) Ensure the availability of certificates and plaques for locally established honorary awards.

(5) Solicit nominations for Command-wide and above awards and coordinate the selection process for honorary awards and forward recommendations to COMNAWCWD and/or COMNAVAIRSYSCOM for endorsement.

(6) Act as the liaison between Naval Air Systems Command (NAVAIR) and higher-level authorities, outside professional organizations, business units, and various groups within Headquarters components.

(7) Evaluate new awards, coordinate approvals, and forward recommendations to local competency directors.

g. Competency Awards Coordinator(s). Competency Awards Coordinators will be designated by the Level 1 Competency Leader, and the Commanding Officer, NAWS. The designated individual will:

(1) Coordinate nominations for honorary awards and forward recommendations to the NAWCWD Awards PA.

(2) Monitor award funds and expenditures throughout the fiscal year.

(3) Maintain records in support of non-monetary/informal recognition awards such as coffee mugs, plaques, or T-shirts that are purchased to recognize individual or team accomplishments.

(4) Conduct periodic assessments to ensure that awards are granted throughout the performance year.

(5) Coordinate and attend department award review board meetings, as directed by the competency manager, or equivalent position.

(6) Serve as a committee member in the evaluation and assessment of the Command's local awards programs.

(7) Maintain records, reports, and files and make them available to HRD.

h. Department Awards Coordinator(s). Department Awards Coordinators will be designated by the Level 2 Department Head and will serve as the day-to-day point of contact for the administration of the Awards and Recognition Program for the Department. The Department Awards Coordinator will:

(1) Review award recommendations for correctness and regulatory compliance with law, in consultation with the HRD.

(2) Assist supervisors and managers in achieving the objectives of the Awards and Recognition Program by ensuring that an awards program is in place and working effectively.

(3) Provide assistance in determining appropriate awards for the type of achievement to be recognized.

(4) Maintain records, reports, and files to ensure that adequate funds are available to assure prompt actions on awards and ensure that awards are paid within the budgetary limits established by the award pool.

(5) Coordinate, as necessary, with other departments when nominations cross organizational lines.

(6) Solicit nominations for honorary awards and forward recommendations to the Competency Awards Coordinator for submission to the HRD.

(7) Coordinate the reporting of various awards within the department and submit reports to the Competency Lead, or higher authority as required.

(8) Coordinate the preparation of certificates, citations, plaques, etc., and monetary payment as described for the award received.

(9) Arrange publicity (i.e., photographer, newspaper), as appropriate.

(10) Prepare certificates for length of service, obtain Federal and NAWCWD pins, and distribute to the appropriate presenter for presentation.

(11) Provide support in the execution of an informal recognition awards program for the department.

6. Funding, Budgeting, and Execution Policy. Reference (a) provides guidance on the use of funds for awards and the procurement of non-monetary awards such as hats, T-shirts, plaques, and similar forms of recognition. Local implementing guidance is provided in enclosure (1), section 5. Specific administrative processes and procedures are modified or added for clarification purposes. At NAWCWD, cash awards are budgeted as a labor expense of the operating or overhead cost center. Awards pertaining to personnel supporting Cost Redistribution Accounts will be funded from the respective General and Administrative overhead funding or Production overhead funding of the employee's cost center. Standing job order numbers for each cost center are requested by the Comptroller organization at the start of each fiscal year for payment of cash awards.

a. Award Pool Allocation

(1) The Navy requires that activities budget for awards at a minimum of 1.5 percent of aggregate base salaries of covered employees for all types of monetary awards (i.e., Individual or Group Awards, On-the-Spot Awards, and Sustained Excellence Awards). For employees under the Pass/Fail Performance Management System, the aggregate base salary will be calculated based on the number of covered employees as of 1 October of each year.

(2) The award pool for Demonstration Project employees is based on adjusted salaries; i.e., including locality pay. For employees covered under the Demonstration Project, a minimum of .8 percent of adjusted salaries will be allocated for all types of monetary awards (i.e., Individual or Group Awards, On-the-Spot Awards). The Bonus (B) pool will be calculated based on the number of covered employees as of 31 July of each year.

(3) Business Units are encouraged to make every effort to execute award funds to the amount budgeted (1.5 percent or .8 percent).

(4) Funding for invention/suggestion awards is reserved and available from funds controlled by the Human Resources Department. Invention Awards and Beneficial Suggestion Awards are not charged to the allocated award pools.

(5) A Quality Step Increase is a permanent increase in salary and is not charged to the award pool.

(6) Under the Demonstration Project, increments that cause an employee to exceed the top step convert to cash awards and are funded from the appropriate operating or overhead

account. Regular increments are not an award expense as they also represent a permanent salary increase.

(7) Time-off Awards are budgeted for and paid from a special Command Leave account. Time-off granted as an award must be scheduled and used within one year after the award is granted. Any unused amount remaining after that time will be forfeited without further compensation to the employee. Approval guidance for Time-Off Awards is contained in reference (b).

b. Local Non-monetary Honorary Awards. Funding for specific local non-monetary honorary awards is derived from available activity operating funds. Reference (b) provides guidance regarding local non-monetary honorary awards.

c. Direct Funds. Direct program dollars are inappropriate for cash and non-monetary/informal recognition awards unless specifically budgeted and appropriated by Congress. Monies received at NAWCWD intended for cash awards and non-monetary/informal recognition awards must clearly be identified and authorized on the funding document order for this particular purpose. Approving officials should be aware that the approving signature authorizes and designates accountability for the expenditure of direct funds. Any team leader or competency manager/supervisor may recommend an employee for an award, but approval of the financing depends on the funds to be charged and the organization having fiduciary responsibility for the cited funds. Organizations desiring to fund awards outside their competency and/or activity will transfer the appropriate funds to the employee's agency/business unit.

(1) Cash awards approved by other DOD components for NAWCWD employees will be deducted from the business unit award pool.

(2) Awards may be approved for employees of other government agencies or other DOD components. Payment will be made by transferring funds to the individual's employing component or agency.

7. Approval Authority. Approval authorization designations for DON awards are provided in references (a) and (b). Approval authorizations for local NAWCWD awards are contained in reference (b). In accordance with reference (a), two different signatures (nomination and approving) are required for monetary and non-monetary awards as outlined in reference (b).

a. Non-monetary awards such as plaques and items of similar nature are permitted provided that the form of the non-monetary award avoids the appearance of replacing cash; e.g., gift certificates and savings bonds. Items purchased will not exceed \$50 per employee. Procurement of these awards is the responsibility of the local Business Unit Manager with funds coming from locally available overhead funds. Non-monetary awards must be documented on the NAWCWD 12451/1 (1/02), NAWCWD Award Nomination Form, and retained with the accounting documentation to justify the award as part of the informal awards program.

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b. Cross Competency and/or Business Unit Lines. When a cash award is involved, the line manager with budget authority within the employee's competency, must approve funds. When crossing competencies, obtain concurrence from the other competency involved. Cash awards throughout the year must be within the allocated award pool. There are no provisions for supplementing the award pool.

8. Forms. NAWCWD 12451/1 (1/02), NAWCWD Award Nomination, and NAWCWD 5305/1 (6/00), Honorary Award Nomination Format, are available electronically at:
<http://www.nawcwpns.navy.mil/~hrd/awards/awards/html>.

9. Directive Responsibility. The Head, Human Resources Department, Code 730000D, is responsible for keeping this instruction current.

/s/
M. J. SWANEY

MANAGER'S GUIDE
FOR
REWARDING AND RECOGNIZING
EMPLOYEES

NAVAL AIR WARFARE CENTER WEAPONS DIVISION
HUMAN RESOURCES DEPARTMENT
AWARDS AND RECOGNITION PROGRAM
CODE 731000D/E
POINT MUGU, CA

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Manager's Guide for Rewarding and Recognizing Employees

INTRODUCTION

This Guide is provided as a quick reference for selecting the appropriate award for the contribution or achievement of an individual or group of individuals. Awards such as Individual or Group Cash Award, On-the-Spot Award, Quality Step Increase Award, and Time-off Award may be given at any time during the performance year. For information regarding specific procedural and approval requirements, refer to the Administrative Handbook for Rewarding and Recognizing Employees. Information for honorary awards is provided on a quarterly web-based awards call. The quarterly awards call will contain a brief description of the award, the approval process, and the nomination deadline.

The information contained in this Guide is not meant to be an all-inclusive list of awards for which NAWCWD employees may be nominated. Periodically, the list may be supplemented as sponsors of government and non-government honorary awards are identified.

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SECTION 1SUMMARY OF AWARDS
FOR CIVILIAN EMPLOYEES

This section provides supervisors and managers with an overview of the various awards available for rewarding and recognizing civilian employees. Basic information on each of the awards is provided to assist management officials in selecting the most appropriate form of recognition. Information regarding eligibility criteria and procedures are contained in the Administrative Handbook for Rewarding and Recognizing Employees.

| If the contribution is... | Consider this type of award: | In this form/amount: | Limits: |
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| A one-time notable achievement that is somewhat less significant than those recognized by a Special Act; meriting quick recognition | On-the-spot | Cash Award \$200 (limited) \$500 (moderate) \$700 (extended) Accompanied with a certificate | As established by local policies and procedures |
| A non-recurring achievement in a particular area, such as an exemplary accomplishment, scientific achievement, or act of heroism, resulting in tangible benefits, savings or cost avoidance and/or intangible benefits | Individual or Group Cash Award (formerly Special Act or Service Award) | Cash award, based on tangible or intangible benefits to the organization Accompanied with a certificate | Local Competency Manager/Supervisor <=\$2,500, as determined by Level 1 >\$2,500 to \$5,000 Commander/Vice Commander National Level 1 >\$5,000 to \$7,500 COMNAVIAIRSYS-COM/Program Executive Offices >\$7,500 to \$10,000 Secretary of Navy |
| In recognition of continued excellence in performance and in the expectation that the high quality performance will continue in the future. | Quality Step Increase (QSI) | One within-grade increase (General Schedule (GS) employees only) Certificate optional | Funds are derived from future salary funds rather than fiscal year award funds. |

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| In recognition of outstanding sustained excellent performance. | Sustained Excellence Award (GS/Federal Wage System only) <i>Strong detailed documentation is required to justify this award</i> | Cash award Accompanied with a certificate | Up to 10 percent of basic salary; 20 percent with Navy's approval |
| In recognition of a limited or moderate one-time accomplishment | Time-Off Award Time-off without loss of pay or charge to leave | Amount of time-off is determined using the Time-Off Awards Scale Certificate optional | Up to 40 hours for a single act; 80 hours maximum per year |
| In recognition of federal service and NAWCWD service. Federal service includes military and civilian service in departments and agencies of the Federal Government | Length of Service Awards Federal Certificates NAWCWD Certificates | Federal certificates and pins are available through Department Awards Coordinators; NAWCWD pins are available through Department Awards Coordinators (NAWCWD certificates are optional) | Federal certificates and pins based on years of service; i.e., 5, 10, 15, 20, 25, 30, 35. NAWCWD pins based on years of service at NAWCWD; i.e., 5, 10, 20, 30, 40 |
| In recognition of federal service of 40, 45, 50, 55 years | Career Service Certificate | Certificate signed by Secretary of Navy. Service pins for 40, 45, and 50 years of service are available through HRD | The 40-, 45-, 50- and 55-year Awards consist of a certificate signed by the Secretary of the Navy. Federal pins are not available for 55 years of service; generally a special plaque is designed to recognize this length of service |

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SECTION 2NAWCWD HONORARY AWARDS

Awards listed in this section represent honorary awards developed by NAWCWD. Military personnel are only eligible to be paid monetary awards for scientific achievements.

| AWARD \$ = monetary award | DESCRIPTION | NOTES |
|---|---|--|
| Commander's Award NAWCWD \$500 | Recognizes and honors a person, civilian or military, who has demonstrated exceptional management of a task, contribution to mission accomplishments, and/or leadership support of mission accomplishments. | |
| Commanding Officers (NAWS) Award \$300 | Recognizes and honors a person, civilian or military, who has demonstrated exceptional management and leadership support of mission accomplishments. | |
| Award of Merit for Group Achievement | Is an honorary award that recognizes groups of civilians and/or military personnel for group efforts (suggestions or special achievements) that have high value and/or benefits. | Contribution applies to an area of operation or project that is not site specific, i.e., impact extends to NAVAIR, DON |
| NAWCWD Team Award \$300 | Recognizes specific efforts accomplished through teamwork with the achievement of a technical or managerial accomplishment. | |
| NAWCWD Achievement Award | Recognizes specific efforts accomplished through teamwork with the achievement of a technical accomplishment. The achievement (process improvement) enhances the mission of NAWCWD. | |
| Equal Employment Opportunity (EEO) Annual Award | Recognizes those NAWCWD supervisors and managers, EEO committee members, and other employees who have made outstanding contributions to the NAWCWD EEO Program through excellence in their leadership skill, imagination, and perseverance. | Annual award nominations due December |

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| Award for Sustained Professional Service | Recognizes sustained professional service to the mission of NAWCWD. Based on long-standing service professionalism demonstrated in directly supporting either or both the organizational workforce and the mission of NAWCWD. | |
| Contracts Professional Excellence Award \$500 – \$1,000 | Recognizes members of the NAWCWD Contracts Competency for specific outstanding achievements in all aspects of contracting or in contracting support that contributes to the mission of NAWCWD. | |
| Logistics Excellence Award \$500 – \$1,000 | Recognizes civilian and military employees for specific outstanding achievements in logistics that contribute to the mission of the NAWCWD Logistics Competency in support of the Armed Forces. | |
| Research and Engineering Excellence Award \$500 – \$1,000 | Recognizes Research and Engineering Competency employees (civilian and military) for specific outstanding achievement in the various group disciplines that contribute to the mission of NAWCWD. | |
| Test and Evaluation Director's Award \$500 – \$1,000 | Recognizes civilian and military employees for specific outstanding achievements and contributions to the test and evaluation mission of NAWCWD. | |
| Corporate Operations Award \$500 – \$1,000 | Recognizes civilian and military employees for outstanding achievements that contribute to the mission of NAWCWD through development, improvement, or operation of systems directed at facilitating the mission of the Division. | |
| Shore Station Management Technical Award \$500 – \$1,000 | Designed to recognize and honor a civilian or military employee who has demonstrated technical excellence in Shore Station Management. | |
| Shore Station Management Quality of Life Award \$500 | Designed to recognize and honor a civilian or military employee who has demonstrated exceptional devotion to improving the quality of life in the community. | |

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| CDR Clifton Evans, Jr. Memorial Award | Recognizes original, significant Information Warfare and Electronic Warfare achievement in one or more of the following areas: organizational design, systems engineering, hardware/software engineering, modeling and simulation testing, and/or employment techniques that enhance combat effectiveness, and/or survivability and lower costs. | Annual award nominations due March |
| Memorial Award for Dr. Manuel A. Garcia | Recognizes a civilian employee of NAWCWD who has made significant contributions to the methodology and/or validity of the processes for Test and Evaluation of weapon systems through innovation and/or application of sound engineering principles. | Annual award nominations due March |
| Memorial Award for Gwendolyn Elliott Hunt | Recognizes individuals, military or civilian, who have successfully overcome significant barriers in the workplace, while demonstrating high standards of leadership as evidenced by academic achievement, career advancement through commitment to personal development, acknowledgment as a positive role model, and significant contributions to mission accomplishment. | Annual award nominations due March |
| Memorial Award For Dr. Twain C. Lockhart | Recognizes a civilian employee of NAWCWD who has made significant strides in personal development, career advancement, and contributions to mission accomplishment in the Division's management effort. | Annual award nominations due March |
| Memorial Award For Dr. Charles Lauritsen (Energetics Award) | Recognizes outstanding achievement in the advancement of technology in energetic materials, ordnance, propulsion, and fuzing. | Annual award nominations due March |
| Memorial Award for Dr. William B. McLean | Recognizes civilian or military personnel for outstanding creativity through significant inventions. | Annual award nominations due March |
| Michelson Laboratory Award | Recognizes individuals for technical excellence based on outstanding performance of individual duties through the areas of management and leadership or through specific technical problems in which an individual overcomes technical difficulties in ordnance development, test, and evaluation. This award is complimentary to the L.T.E. Thompson Award. | Annual award nominations due March |

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| Memorial Award for Dr. L.T.E. Thompson | Recognizes outstanding individual achievement in the advancement of ordnance. It may be given for a single outstanding achievement or for continued excellence of performance. | Annual award nominations due March |
| Memorial Award for CAPT Kenneth A. Walden | Recognizes civilian or military employees of NAWCWD who have made significant strides in personal development, career advancement, or contribution to mission accomplishment in the Center's technical and operational goals within the last 3 years. | Annual award nominations due March |
| Warfighter Support Award (Individual or team) | In recognition of outstanding fleet support, to include foreign military sales customers, that enhances or greatly improves the operational capabilities/readiness of our warfighters. | |

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NAWCWD HONORARY AWARDS
(Outside the HRD Cognizance)

The following awards are processed and approved by offices that are not within the HRD cognizance.

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| Karsten "Kit" Skaar Award \$500 | Recognizes outstanding performance as a firing officer. | Annual award nominations submitted to Safety Office, Code 840000D |
| Certificate of Commendation | Awarded in recognition of multiples of 5 years of safe operations by firing officers. | |
| Self-Help Award | Under the direction of the Self-Help Program Manager, Code 831000D. | Nominations submitted according to NAWSINST 11014.1B |
| Test Pilot, Test Naval Flight Officer, and Test Engineer of the Year Awards | Recognizes those individuals deserving of special recognition for their contributions in furthering successful flight test that resulted in delivering weapons that work to the fleet. | Annual award nominations due January |
| Haskel G. Wilson Invention Award -- Cash award as appropriate | Recognizes initial invention awards and patents, and consideration is given to inventions based on their use and value, actual or anticipated. | Annual award presented in February. Nominations submitted to Counsel Office |
| Clarence J. Renne Award | Recognizes significant contribution to the maintenance, upkeep, improvement, or operations of the Division's operating plant, or in plant operations support for the Airframe, Ordnance, and Propulsion Division. Administered by the Airframe, Ordnance, and Propulsion Division | Annual award nominations due March |

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SECTION 3HONORARY AWARDS

(Department of Navy)

The following list represents awards sponsored by Department of the Navy (DON). This listing is not all-inclusive and will be updated periodically. The approval process and the NAWCWD nomination due dates will be posted on the HRD Web Site on a quarterly basis. All nominations must be endorsed by Level 1 and submitted to the NAWCWD Awards Program Administrator. Nominations are subject to review by the NAWCWD Awards Board.

| AWARD \$ = monetary award | DESCRIPTION | NOTES |
|---|---|--|
| NAVAIR Commander's Award | To recognize the achievements of teams that have successfully achieved results (behavior and outcome) in support of the Strategic Goals, and made a significant contribution in our support of the fleet. | Annual award based on calendar year achievements |
| Navy Award for Distinguished Achievement in Science \$ | Recognizes employees for pioneering scientific achievements that are extraordinary and significant in nature and that contain a potential of far-reaching consequence. | |
| Navy Meritorious Civilian Service Award | Is the third highest Navy honorary award and recognizes meritorious civilian service or contributions that have resulted in high value and/or benefits to the DON, such as at the local activity level. | |
| Navy Superior Civilian Service Award | Is the second highest Navy honorary award and recognizes employee contributions that rate exceptionally high in value and/or benefits to DON, such as at the Command level. | Must have received the Navy Meritorious Civilian Service Award |
| Navy Distinguished Civilian Service Award | Is the highest Navy honorary award and recognizes employees who have distinguished themselves by extraordinary service or contributions of major significance to the Navy. | Must have received the Navy Meritorious and the Navy Superior Civilian Service Award |

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| Edward H. Heinemann Award | Recipients must be in the employ of the Naval Air Systems Command Headquarters, or a field activity, either military or civil service. Presented annually to the individual or individuals who contributed the most toward improvement of the design and/or performance of an aircraft or related weapon system. | |
| DON Procurement Competition Award | Formally recognizes individuals who have made an outstanding contribution to the effectiveness and advancement of competition in DON procurement during the fiscal year. | Annual award; based on fiscal year |
| Outstanding DON Employee with Disabilities | Recognizes the contributions and achievements made by physically and mentally disabled employees. | Annual award granted by Assistant Secretary of the Navy for Manpower and Reserve Affairs |
| Outstanding Federal Employee with Disabilities | Recognizes employees with a disability that have displayed exceptional job performance despite disabling factors. Must be involved in one or more community activities. | |
| American Society of Naval Engineers Annual Awards Program | There are several categories that recognize outstanding contributions to naval engineering. Contact the NAWCWD Awards Program Administrator for further details. | |
| Revolution in Business Affairs (RBA) "Beacon" Award | To recognize formally Navy and Marine Corps personnel that make outstanding contributions toward achieving the DON Business Vision and Goals. | |
| Senior Executives Association/ Professional Development League Executive Excellence Awards for Executive Achievement and Distinguished Executive Service (SES). Executive Achievement | Recognizes career executives who, through their outstanding leadership, have accomplished a special achievement that has significantly improved the efficiency and effectiveness of a federal program. The Distinguished Executive Service Award recognizes career executives who have sustained outstanding performance and dedication in public service throughout their federal service careers. | |

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| Nathaniel Stinson Equal Employment Opportunity Award | The purpose of this award is to recognize and publicize the exemplary achievements of commands and activities in implementing the Department of the Navy (DON) civilian human resources policies and objectives. The program also serves to heighten awareness to our Navy-wide equal employment efforts and perhaps most importantly reflects DON's belief that recognizing and supporting diversity is instrumental to good government and a productive work force. | |
| Vice Admiral Harold G. Bowen Award for Patented Inventions | Any present or past Navy employee, civilian or military, whose invention was patented may be nominated (the patent assigned to the United States of America) for this award. The inventions must have been made while the person was employed by the Navy. The grant of the patent must have been within 17 years before the calendar year for which the award is nominated. | |
| Women in Science & Engineering (WISE) Award | Recognizes a specific or special scientific or technical contribution by a woman scientist or engineer and specific contributions in facilitating the advancement of women in science or engineering. | |
| WISE Achievement Award (Lifetime Achievement) | Recognizes the sustained scientific and technical contributions by a woman scientist or engineer and the contributions made in facilitating the advancement of women in science or engineering. | |
| WISE Award for Engineering Achievement | Recognizes a specific or special engineering/technical contribution by a woman engineer and specific contribution made in promoting the entry of females and/or the advancement of women in engineering. | |
| Invention/Patent Award \$ | To recognize employees whose inventions are adopted for implementation. Initial monetary award: \$200; Patent awards: \$500 (in case of multiple inventors, \$250 per inventor). <i>Paid through Command interests funds – not charged to awards pools.</i> | Counsel Office, Code K00000D/E provides guidance and direction |
| Beneficial Suggestion Awards Cash award as appropriate | To recognize employees whose suggestions are adopted and, if appropriate, monetary awards. <i>Monetary awards paid through Command interests funds – not charged to awards pools.</i> | Program administered by Code 700000E |

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SECTION 4HONORARY AWARDS

(Government-Wide, DOD, and Federal)

The following provides a partial listing of various awards sponsored by government-wide, DOD-wide, and federal agencies. All currently available honorary awards and their associated criteria may be obtained from the HRD Web Site at:

<http://www.nawcwpns.navy.mil/~hrd/awards/awards.html>. Each quarter the NAWCWD Awards Program Administrator will issue an updated, web-based awards call for honorary awards nominations. This quarterly call will contain the criteria for the award, the approval process, and the nomination deadline date. Supervisors and managers should regularly scan the HRD Web Site to stay abreast of applicable honorary awards.

Nominations for these awards are submitted to the NAWCWD Awards Program Administrator. Nominations are subject to review by the NAWCWD Awards Board and require an endorsement by the Commander, NAWCWD. Business units may establish additional approval requirements in collaboration with National Level 1 Competency Leaders.

| TITLE OF AWARD \$ = monetary award | DESCRIPTION | NOTES |
|---|--|--------------|
| Acquisition Pioneers Category Award | Nominees for the Acquisition Pioneers Category include those pioneers who have made critical acquisition contributions of historic significance. Nominees must have led innovative, lasting, significant organizational or technical change in the DON acquisition process. The current year Navy nominees for the David Packard Excellence in Acquisition Award submitted to the Under Secretary of Defense for Acquisition and Technology, will be recognized in the Excellence in Acquisition Category. | |
| ADM Stan Arthur Awards for Logistics Excellence | This award consists of three categories with the intent to recognize individuals and teams whose contributions, suggestions, and performance have measurably supported the logistics mission of the Navy, promoted innovative ideas and concepts resulting in substantial tangible and intangible benefits to the Navy, and enhanced the logistics profession. | |
| American Defense Preparedness Association Tester of the Year Awards | The American Defense Preparedness Association (ADPA) offers each Service Department the opportunity to designate three award recipients for recognition as tester of the year. The ADPA has agreed to recognize recipients separately for Navy | |

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| | and Marine programs, so the Department has the opportunity for six awards. Specifically, the categories are Civilian Tester of the Year (a government employee), Military Tester of the Year, and a Contractor Tester of the Year (a contractor employee). | |
| Association of Old Crows (AOC) Award | To recognize individuals and units that because of their outstanding performance, have furthered the aims of the Association of Old Crows in support of United States or allied Electronic Warfare and Information Superiority. | |
| Award for Outstanding Work and Family Programs | Nominations are for those programs designed for and offered to employees to enable them to balance work and family responsibilities. These include child care and adult dependent care services and various personnel system flexibilities such as alternative work schedules, part-time employment/job sharing, and telecommuting. These also include leave programs such as the federal leave system, leave sharing, leave banks, leave for medical and family responsibilities, sick leave to care for a sick family member, and leave for adoption and bone marrow or organ donations. | |
| Black Engineer of the Year Awards | Recognizes and rewards successful Black engineers, scientists, and technology leaders. | |
| Dr. Arthur E. Bisson Prize for Naval Technology Achievement | This award is granted annually to a current or former Department of the Navy scientist, engineer, or science and technology (S&T) program manager whose program best exemplifies the qualities of Dr. Bisson's achievement, by having a significant, direct transitional impact from S&T to naval operations or systems within the last five years. Such impact will be so outstanding as to be widely recognized in the Department of the Navy and the relevant technical community nationally. The award may encompass (1) lifetime achievements in transition to DON/DOD; (2) recent transition of major impact to DON/DOD; or (3) recent dual-use transition (from DON S&T out or vice versa). | |
| Commander in Chief's Installation Excellence Award | This award is to recognize outstanding effort in shore installation management. | |

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| Defense Standardization Program Award | Recognizes individuals and teams that have accomplished significant standardization activities promoting interoperability, reducing total ownership costs, or sustaining readiness. | |
| Captain Robert Dexter Conrad Award for Scientific Achievement | Recognizes an outstanding technical and scientific achievement by an individual in the field of research and development for the DON. | |
| DOD Civilian Service Award | The highest award that may be bestowed on a DOD Civilian employee. Award granted by Secretary of Defense | Prerequisite: DON Distinguished Civilian Service Award |
| DOD Distinguished Civilian Service Award | Recognizes careers that reflect extremely significant contributions of broad scope to DOD economy, efficiency, or operations. Award granted by Secretary of Defense. | Nominees should have already received the Navy's highest award; i.e., Navy Distinguished Civilian Service |
| DOD Life Cycle Cost Reduction Award | This award is to recognize DOD and industry individuals, organizations, or teams, who have made significant contributions to reducing life cycle costs of new and fielded systems. | |
| DOD Value Engineering (VE) Achievement Awards | This award consists of seven categories and the purpose is intended to stimulate VE activity for the purpose of reducing costs, improving quality, enhancing effectiveness, and increasing efficiency throughout DOD. | |
| Excellence in Federal Career Awards Program | This program is one of the highlights of the Federal Executive Board activity each year. The award is to honor outstanding men and women (civilian or military career employees) who have performed exceptional and meritorious work and to encourage high standards of performance in the Federal Government. | |
| Federal Engineer of the Year Award | Designed to recognize outstanding achievements from licensed professional engineers employed by the Federal Government. | |
| Federal Executive Institute Alumni Association (FEIAA) | Recognizes extraordinary achievements in executive management and personal leadership. | |
| Federal Women's Program (FWP) Award | This award is to honor an employee or organization who has exhibited personal and professional commitment to the enhancement of women in the work place and to support FWP objectives. | |

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| Arthur S. Fleming Award | Recognizes those who have performed outstanding and meritorious work for the Federal Government, to attract outstanding persons to the Federal Government, to encourage high standards of performance in the federal service, to acknowledge individuals who are able to transfer their skills with the Federal Government to service within their community, and to enhance appreciation of our form of government. | |
| Good Housekeeping Award for Women in Government \$ | This award honors ten women in Government – elected or appointed officials or career civil service employees – whose work exemplifies how Government improves people’s lives. The award is based on innovation, replicability, and impact. | |
| Government Employees Insurance Company (GEICO) Public Service Awards \$ | Recognizes employees for outstanding achievements in one of the following areas: Substance Abuse Prevention and Treatment; Fire Prevention and Safety; Physical Rehabilitation; and Traffic Safety and Accident Prevention. In addition, one retired federal employee will be honored for contributions made since retirement in one of these four fields. | |
| Hispanic Engineer National Achievement Awards | Recognizes outstanding achievements by Hispanic engineers, scientists, and technology leaders. | |
| Hispanic Five Point Program Recognition Award | To recognize individuals, who through their personal commitment and professional initiative, have made demonstrable contributions in recruiting, retaining, and providing career advancement opportunities to Hispanic civilian employees in support of the Secretary of the Navy’s Hispanic Five Point Program. | |
| Innovations in Government Awards Program | To be eligible, a program must involve a fresh approach to a problem of significant concern to a portion of the U.S. public and must be administered under the authority of one or more governmental entities (federal, state, local, tribal, or territorial); they have played a formative role in designing and initiating the program; have been in operation for at least one year before application deadline. Certify and be able to document that one or more government institutions currently provide at least half of its funding; and be able to demonstrate that it has contributed significantly toward the achievement of its stated goals. | |

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| Interagency Committee on Information Resources Management | This award annually recognizes Federal Government employees who have made significant contributions in the information resources management field during the past year. There are six categories associated with this award. | |
| Roger W. Jones Award (SES) for Executive Leadership | Recognizes federal career executives who have made a difference by demonstrating superior leadership that resulted in outstanding organizational achievements, and have a strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives. | |
| William A. Jump Memorial Award | Recognizes outstanding service in administration and notable contributions to the efficiency and quality of public service. | |
| National Operations Security Awards | This award consists of four categories: Individual Achievement Award; Organizational Achievement Award; Multi-Media Achievement Award; and Interagency Operations Security Support Staff Literature Award. | |
| Office of Personnel Management (OPM) Director's Award for Outstanding Alternative Dispute Resolution Programs | The OPM Director's Award for Outstanding Alternative Dispute Resolution (ADR) Program is intended to recognize those federal organizations that are providing innovative and effective ADR programs; encourage the establishment and improvement of highly effective ADR programs throughout the Government; and publicize exemplary ADR programs so they may serve as models for other federal agencies. | |
| OPM Director's Award for Outstanding Employee Health Services Program | To recognize those federal organizations that are providing exemplary employee health services programs for their employees, including such programs in the areas of physical fitness, health promotion/disease prevention interventions, health education and awareness, employee assistance, and other programs related to improving and/or maintaining employee health. | |
| David Packard Excellence in Acquisition Award | To formally recognize and celebrate acquisition pioneers (military or civilian), as well as those groups and individuals who have significantly contributed to the DON acquisition process. | |

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| Donald L. Scantlebury Award (SES) for Distinguished Leadership in Financial Management Improvement | Recognizes senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies, and improvements in federal, state, or local government. | |
| Secretary of Defense Superior Management Award | The Secretary of Defense Superior Management Award is the Department of Defense's highest award recognizing superior management of DOD acquisition and logistics programs. Nominees may be military or civilian, teams or individuals, and must have demonstrated exceptional management of a logistics or acquisition program during the past year. | |
| Secretary of Defense Team Excellence Award | The Secretary of Defense Team Excellence Award recognizes outstanding team performance and shares best practices within the DOD. It promotes systematic approaches to enhance mission capability, improve operations performance, and ensure sustained results. | |
| Society of Hispanic Professional Engineers | National technical awards (such as Hispanic in Technology Award, Promising Engineer Award, Corporate Achievement Award, Educator of the Year Award) to recognize engineering professionals, students, and corporate representatives from across the nation. | |
| Secretary of Defense Letter of Commendation | A single suggestion, special act, or productivity initiative that resulted in \$100K or more first year savings. Initiative must be over and above regular job requirements. | Granted by Secretary of Defense |
| Secretary of Defense Award for Productivity Excellence | Same as above, except that initiative resulted in \$1 million or more in first year savings. | Granted by Secretary of Defense |
| Under Secretary of Defense (Comptroller) Financial Management Awards Program | To recognize military and civilian employees for outstanding contributions to the improvement of Department of Defense (DOD) financial management. | |
| Alan T. Waterman Award | Recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation. | |

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| Women of Color Government & Defense Awards | To recognize the superior achievement of minority women leaders in the fields of math, science, technology, and engineering. | |
| Presidential Awards | Refer to NAVAIRINST 12451.1 dtd 9 Feb 00 | Granted by Office of the President |

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SECTION 5INFORMAL RECOGNITION AWARDS

| AWARD | DESCRIPTION | NOTES |
|---|--|---|
| Informal Recognition | Non-monetary items; e.g., hats, coffee mugs, pen and pencil sets, paperweights, T-shirts, etc. Items purchased will not exceed \$50 per employee. | Administered by individual business units |
| “You Made a Difference” Award | NAVAIR coin inscribed with the words “You Made a Difference”. Coin is presented with certificate signed by COMNAVAIRSYSCOM. | Peer recognition award submitted directly to NAVAIR |
| Quality of Work Life Coin | NAVAIR Teammate coin awarded by supervisors to anyone within the NAVAIR TEAM to provide immediate recognition to an individual or group of individuals in an informal setting. | Guidance provided by Level 1, may be delegated to Level 2 |
| Letter of Appreciation (LOA) Individual or Team | To recognize individual and team (civilian or military) accomplishments or achievements that are noteworthy. LOAs may be given in addition to monetary and honorary awards. | Follow local NAWCWD policy |
| Letter of Commendation (LOC) Individual or Team | Presented to civilian and/or military personnel to recognize noteworthy performance, accomplishments or achievements that are substantially beyond the scope of the employee's job responsibilities. LOCs are more formal than LOAs. | |
| Letter of Recognition (LOR) | To recognize contractor employees for exemplary performance that is substantially beyond the specified or implied terms of a contract. | Follow local NAWCWD policy |

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INFORMAL RECOGNITION AWARDS

1. Description. Informal recognition awards are non-monetary items of nominal value such as department/division plaques and awards, embroidered patches, coffee mugs, pen and pencil sets, T-shirts, etc. These non-monetary items are in support of an employee recognition program within the Competency/Department and are administered by the business unit. Procurement of these awards is the responsibility of the Department Head with funds coming from locally available overhead funds.

a. Informal recognition awards provide a method of providing recognition for employee or group contributions in a less formal presentation setting than other awards.

b. These awards provide recognition to NAWCWD employees, who in the opinion of the cognizant manager, have made a noteworthy contribution to the organization but the normal documentation requirements do not apply.

2. Criteria. Recommendations for informal recognition awards must meet the following conditions:

a. The act or service recognized must be related to the employee's official employment.

b. Items purchased will not exceed \$50 per employee recognized and will avoid the appearance of replacing cash (e.g., gift certificates and savings bonds).

c. The selection of the item must demonstrate good judgment, avoiding public disapproval and embarrassment to DON and/or NAWCWD.

d. Selected items should display the emblem of the program they represent or the NAWCWD logo.

3. Funding. According to DON Financial Management Policy Manual (075144) and NAVAIRINST 12451.1, awards, including non-monetary awards such as plaques and similar forms of recognition, are expense costs funded from locally available overhead funds. The NAWCWD operating funds are as follows: For employees supporting Major Range and Test Facility Base (MRTFB) workload, awards are supporting Navy Working Capital Fund (NWCF) workload, awards are charged to the indirect operations overhead of the cost center of the employee receiving the award.

Funds to be used for NAWCWD non-monetary/informal recognition awards are as follows:

- Major Range and Test Facility Base (MRTFB) Institutional Research and Development (R&D) funding for employees in MRTFB Cost Centers
- General and Administrative (G&A) Overhead funding for employees in G&A Cost Centers
- Production Overhead funding for employees in Production Cost Centers

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4. Procedure. When items are to be used in support of an employee recognition program, NAWCWD 12451/1 (Rev 1/02) form must be completed. The form will be retained at the local business unit level to justify and document each transaction in support of an informal awards program. Supervisors and managers are authorized to use “bulk” purchase as the most economical method. Bulk purchases are defined as items to have on hand for rewarding employees on-the-spot in a timely manner. When used this way, the name of individual(s) to whom the award is going to be given is generally not yet known, thus the form should be completed as follows:

a. Section 1 - Recommendation for Award (name, SSN, position, etc.) will be completed with “Not applicable” or “N/A”.

b. Section 2 - Type of Award. The description should include:

(1) Identification of the item being purchased; i.e., special designed certificates, plaques, pen sets, hats, t-shirts, etc.

(2) Eligibility criteria for handing out of the items on a case-by-case basis and how that supports the particular award program identified.

(3) Internal approval guidance and procedures for who can nominate, who can approve, and who will present the awards (name, code, and telephone).

c. Signature Blocks

(1) Recommending Official is the individual responsible for requesting that the award be established as part of the Competency/Department/Division awards and recognition program.

(2) Competency Managers (Levels 1 and 2) have the responsibility for preserving the program’s credibility by documenting the justification for the award/recognition item. Therefore, it is recommended that the “Approving/Authorizing Official Signature” should be either Level 1 or 2. This signature block is not intended for the individual in the Purchase Card Program with the same title.

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NAVAL AVIATION SYSTEMS TEAM
“YOU MADE A DIFFERENCE”

1. Background. The “You Made A Difference” award, established November 1998, allows peer-recognition by encouraging military and civilian employees to recognize a co-worker who helped them accomplish a significant task in support of the TEAM’s mission.
2. Description
 - a. Award recipients will receive an official NAVAIR coin to commemorate their acts. Each coin will be inscribed with the NAVAIR seal and the words, “You Made A Difference”.
 - b. The award is presented by the employee’s supervisor, or equivalent, in an appropriate setting.
3. Criteria
 - a. An individual suggesting that another individual is recognized for outstanding service toward the Command’s mission.
 - b. Eligibility is restricted to current employees.
4. Procedures. Recommendations are initiated by a co-worker. This TEAM-wide award is administered through the Command Master Chief’s office (AIR-OOCMC). Nominations may be submitted by e-mail directly to the Command Master Chief and must include the nominee’s name, organization, point of contact name and telephone number, and a detailed description of the award-deserving service. Submissions are collected throughout the month and reviewed by the Vice Commander and the Command Master Chief. Awards will be presented the following month.

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SECTION 6RETIREMENT AWARDS

There are several ways to express appreciation for faithful service to an employee on his/her retirement from NAWCWD. The information provided below is intended to serve as a guide however, is not limited to the following:

| DESCRIPTION | RETIREMENT AWARDS | In this form: |
|---|--|---|
| To recognize an employee who is retiring after 20 or more years of federal service. | Certificate of Retirement | Retirement certificate signed by COMNAWCWD. Certificates available through HRD. |
| To recognize an employee who is retiring after 40 or more years of federal service. | Secretary of the Navy Certificate of Retirement Local optional items | Retirement certificate signed by Secretary of Navy. Certificates available through HRD. -Retirement letter signed by COMNAWCWD -Retirement plaque -Photo album/collage -American Flag |

AWARDS AND RECOGNITION PROGRAM

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

| VALUE OF BENEFIT | EXTENT OF APPLICATION | | | |
|--|---|--|--|--|
| | <u>LIMITED</u> | <u>EXTENDED</u> | <u>BROAD</u> | <u>GENERAL</u> |
| | Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology. | Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology. | Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology. | Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the nation and beyond. |
| <u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact. | \$25 - \$500 | \$501 - \$750 | \$751 - \$1,000 | \$1,001 - \$1,500 |
| <u>SUBSTANTIAL</u> Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public. | \$501 - \$750 | \$751 - \$1,000 | \$1,001 - \$1,500 | \$1,501 - \$3,150 |

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| <u>HIGH</u> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service. | \$751 - \$1,000 | \$1,001 - \$1,500 | \$1,501 - \$3,150 | \$3,151 - \$6,300 |
| <u>EXCEPTIONAL</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public. | \$1,001 - \$1,500 | \$1,501 - \$3,150 | \$3,151 - \$6,300 | \$6,301 - \$10,000 |

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SCALE OF AWARD AMOUNTS BASED ON
TANGIBLE BENEFITS

| <u>BENEFITS</u> | <u>AWARD</u> |
|--|--|
| <u>Estimated First-Year Benefits</u> | <u>Amount of Award to Employee</u> |
| Up to \$10,000 in benefits | 10 percent of benefits |
| Between \$10,000 and \$100,000 in benefits | \$1,000 plus 3 percent to 10 percent of benefits over \$10,000 |
| More than \$100,000 in benefits | \$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5 percent to 1 percent of benefits above \$100,000 up to \$25,000, with the approval of the OPM via the Office of the Secretary of Defense (OSD). Presidential approval is required for all awards of more than \$25,000. |